

Disbursement Detail Change Form



**USE A SEPARATE
FORM FOR EACH
TRANSACTION TYPE**

Type of loan: ☐ Subsidized Stafford ☐ SLS
☐ Unsubsidized Stafford ☐ PLUS

Lender Name _____

DATE: ____mm ____dd ____yyyy

Lender USDE Number _____

(1) Transaction Code	(2) Borrower's SSN#	(3) Loan ID Number or Borrower's Name	(4) Disbursement Amount Affected	(5) Original Disbursement Date	(6) New Disbursement Dates	(7) New Disbursement Amounts	(8) Student's SSN (for PLUS loan only)
					1st ____/____/____ 2nd ____/____/____ 3rd ____/____/____ 4th ____/____/____	1st \$_____ 2nd \$_____ 3rd \$_____ 4th \$_____	
					1st ____/____/____ 2nd ____/____/____ 3rd ____/____/____ 4th ____/____/____	1st \$_____ 2nd \$_____ 3rd \$_____ 4th \$_____	
					1st ____/____/____ 2nd ____/____/____ 3rd ____/____/____ 4th ____/____/____	1st \$_____ 2nd \$_____ 3rd \$_____ 4th \$_____	
					1st ____/____/____ 2nd ____/____/____ 3rd ____/____/____ 4th ____/____/____	1st \$_____ 2nd \$_____ 3rd \$_____ 4th \$_____	

TRANSACTION CODE	REQUIRED COLUMNS
X Cancellation	1,2,3,4,5,6,7 + 8 for PLUS
P/R Paid in full/Return Check	1,2,3,4,5,6,7 + 8 for PLUS

AUTHORIZED SIGNATURE: _____

TITLE: _____

DATE: _____ ()

TELEPHONE NUMBER: _____

SUBMIT TO:

California Student Aid Commission
 Lender Services Division
 P.O. Box 510625
 Sacramento, CA 94245-0625

FOR CSAC USE ONLY:

REQUEST: ____ Approved PROCESSED BY: _____ DATE: _____

____ Denied REASON DENIED: _____

Disbursement Detail Change Form is used when it is necessary for the lender to report a change to disbursement information in regard to disbursements paid in full through a returned loan check or a disbursement is cancelled and there are subsequent outstanding disbursements.

INSTRUCTIONS:

- **USE A SEPARATE FORM FOR EACH LOAN AND TRANSACTION TYPE.**
- The form must be signed and dated by an authorized official.
- Use one line per borrower or loan. Different borrowers may be listed on one form as long as the loan and transaction types are the same.

TYPE OF LOAN

Check the loan type the transactions submitted are applicable to. Only one loan type per page may be reported. Do not mix loan types.

LENDER NAME

Give the name of submitting lender.

LENDER USDE ID NUMBER

Give lender's full USDE ID number.

DATE

Enter the date the form is submitted to the Commission.

Column 1: Transaction Codes

Transaction codes are used to report the change of status of the loan's disbursement(s). Only one type of transaction may be reported per form. Each transaction requires the completion of the following items:

CODE	TRANSACTION	REQUIRED COLUMNS TO COMPLETE
X	Cancellation	1,2,3,4,5,6,7 + 8 for PLUS
P/R	Paid in Full/Return Check	1,2,3,4,5,6,7 + 8 for PLUS

Column 2: Borrower's SSN

Enter the Social Security number of the borrower for each loan being submitted.

Column 3: Loan Identification Number or Borrower's Name

Enter the loan identification number or borrower's last name for each loan being submitted. (First name not required). It is preferred that the loan ID number be used rather than the name.

Column 4: Disbursement Amount Affected

This is the amount of the disbursement the Transaction Code applies to.

Column 5: Original Disbursement Date

The original disbursement date on the FAPS system for the disbursement the Transaction Code applies to.

Column 6: New Disbursement Dates

Enter the dates of the disbursements as they should appear on the FAPS system following the adjustments.

Column 7: New Disbursement Amounts

Enter the amounts for each disbursement as they should appear on the FAPS system following the adjustments.

Column 8: Student's SSN (For PLUS loans only)

If the transaction applies to a PLUS loan, enter the Social Security number of the student for whom the parent borrowed.

AUTHORIZED SIGNATURE

Must contain the signature of the authorized official or agent who completed the form. Signature may be an ink stamp signature.

TITLE

Title of person completing the form.

DATE

Enter the date the form was completed.

TELEPHONE NUMBER

Enter the telephone number, including area code, of the person who completed the form.